



May 29, 2024

Job Announcement Human Resources Specialist

General description

City Life/Vida Urbana (CLVU) seeks a full-time in office Human Resource (HR) Specialist. The Human Resource Specialist will run the daily functions of the Human Resource (HR) department including administering pay, benefits, and leave, and assist Co-Directors with hiring and interviewing staff, developing and implementing company policies and practices. The HR Specialist will also play a key role in maintaining a positive and productive workplace culture

About City Life/Vida Urbana

CLVU is a 50-year-old grassroots, multilingual housing justice organization that operates on a radical model of organizing which links personal housing issues to systemic change. We are seeking an individual who has a strong commitment to serving the interests of low- and moderate-income people and fighting racial, class and gender oppression. We cultivate a team approach in our administrative and organizing work and a shared responsibility in achieving organizational and campaign goals.

Primary responsibilities include but are not limited to:

Leadership & Training

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the Human Resources department.
- May assist with constructive and timely performance evaluations.
- Assist Co-Directors with reviewing, tracking, and documenting compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.

HR Generalist:

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Hiring & Benefits

- Assist Co-Executive Directors to recruit, interview, and facilitate the hiring of qualified

job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.

- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
- Conduct benefits orientations and explain benefits enrollment. Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in the payroll system for payroll deduction.
- Assist employees with health, dental, life and other related benefit claims.
- Administer COBRA.
- Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
- Coordinate workers' compensation claims with third-party administrators. Follow up on claims.
- Assist Co-Directors in obtaining statistics and information in the renewal process of any health, life and retirement plans that benefit the company.
- Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices.
- Prepare and maintain biweekly employee reports, new-hire, and absentee reports. Maintain and update company organizational charts, phone directory and other requested reports as needed.
- Assist Co-Director in completing benefits reporting requirements.

Payroll & Retirement

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.

Performs other duties as assigned.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least 3 to 5 years of human resource management experience is preferred.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.
- Strong supervisory and leadership skills.
- Proficient with payroll software, such as Paychex.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Reports to: Co-Executive Directors

Salary & Benefits: Salary range for this position is **\$61,000 to \$70,000**. This is a **40 hours** per week position with full benefits.

Benefits include 100% of premium for individual or family medical and dental insurance coverage at no cost to the employee; healthcare expense reimbursement; retirement plan with employer contribution after 9 months of consecutive service; 3 weeks paid vacation per year, sick leave, and 12 paid holidays annually.

To Apply send resume and cover letter to:

hrmanagersearch@clvu.org

Subject: HR Specialist

Candidates are strongly encouraged to submit their application by June 29. Applications will be accepted until the position is filled, with priority given to those received by this date.

City Life/Vida Urbana is committed to hiring people represented by the diverse communities we serve. Working-class, people of color, LGBTQIA+ people are strongly encouraged to apply.